College & Career Planning Counseling Services

This Career and Transition System, which is specifically designed for the US Military, is a comprehensive online resource to help you plan for the future. Learn about your interests, skills and work values and use those results to build a personal career plan, explore occupational information and plan for your future success.

Get Started!

Username:

Password:

Log In

New users register here!

Forgot your login information?

Create your own account by clicking **New users register here** above.

Already have an account? Enter your username and password above and click **Log In** to continue using the system.

DANTES

Training & Tutorials

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- Create a Résumé
- Write a Cover Letter
- Manage My Documents
- Collect References
- Manage My e-Portfolio
- Find Vocational Rehabilitation
- Complete a Sample Job Application
- Interview Objectives
- Learn How to Use Social Networking
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Job Search Tools

In this section you can prepare the documents you need – résumés, cover letters, and list of references – as well as find helpful information to ensure you are prepared for the job search process. One of the most exciting features in Journey is the ability to manage your own custom e-Portfolio that can be viewed by potential employers.

My Personal To-Do List

View the remaining items on your Personal To-Do List.

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Create a Résumé

Write a Cover Letter

Manage My Documents

Upload documents such as résumés you created on your own, scanned certificates or licenses, letters of reference, or work samples.

Collect References

Enter the names, addresses, phone numbers, and e-mail addresses of people who could be effective references for you.

Manage My e-Portfolio

Use your e-Portfolio to compile the information and documents you added to and created within the system. Send a link to your e-Portfolio to potential employers.

Job Search Preparation

Complete a Sample Job Application

Practice completing a job application, and then save it to your portfolio and/or print a copy. This may be helpful as most job applications will request the information contained in this sample form.

Interview Objectives

Having an effective interview is essential to getting a job, and first impressions are very important. Here you'll find some topics you should review. Polish up your interviewing skills by familiarizing yourself with the entire process.

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Create a Résumé

Remember to update your Profile to change address and other contact information displayed on your printed résumé(s). If you have a résumé you've completed outside of the system, you can upload it to your portfolio at Manage My Documents.

Develop a Professional Résumé

RÉSUMÉ NAME	STATUS	ACTIONS
Copy of My Resume	Public	
My Resume	Public	

Add New Résumé

Résumé Help

View sample résumé, read résumé tips, or get help to better understand what should be included in a résumé.

Go

My Personal To-Do List

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Print Preview | Send Résumé | Copy Résumé

Edit Résumé

Enter the information you want to appear on this résumé. The fields that are left blank will not show on your finished résumé. Use the **Save** button often to avoid losing work. For help understanding this tool and how to write a résumé, see the Résumé Help section on the right. Use the **Print Preview** button at the top of the page to see how it will look.

* Indicates a required field

Résumé Style *

Basic | Contemporary | Elegant | Professional

Résumé Format *

Chronological | Functional

Résumé Title *: My Resume

Privacy Setting: Private | Public

Address *: 302 Visions Parkway

Address 2:

City *: Adel

State *: Iowa

Country *: United States

Zip *: 50003

Summary

Use this space to briefly explain your qualifications or recent work experience, describe your best attributes, and help potential employers understand quickly what you can do for them.

B I U

Résumé Help

View sample résumé, read résumé tips, or get help to better understand what should be included in a résumé.

Go

What Should I do Next?

In preparation for posting an e-Portfolio, you may have some certificates or other documents to upload into your portfolio. If not, you can return to your personal To-Do list.

My Personal To-Do List

View the remaining items on your Personal To-Do List.

Go

NAME	START DATE	END DATE	ACTIONS
No records to display.			

Add

Education

NAME	DEGREE	START DATE	END DATE	ACTIONS
No records to display.				

Add

Activities/Affiliations

NAME	ORGANIZATION	START DATE	END DATE	ACTIONS
No records to display.				

Add

Awards/Honors

NAME	AWARDED BY	DATE	ACTIONS
No records to display.			

Add

Skills

NAME	ACTIONS
No records to display.	

Add

Awards/Honors

NAME	AWARDED BY	DATE	ACTIONS
No records to display.			

Add

Skills

NAME	ACTIONS
No records to display.	

Add

Other

TITLE	ACTIONS
No records to display.	

Add

References

☐ References will be provided upon request.

NAME	TITLE	PHONE	ACTIONS
No records to display.			

Add

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Print Preview

Edit Cover Letter

Use the **Save** button often to avoid losing work. Use the widget on the right to view sample cover letters, suggested formats, and videos.

* Indicates a required field

Cover Letter Name *

Cover Letter Body *

B I U

Save | Save & Exit | Cancel

Cover Letter Resources

Sample Documents

- Sample Cover Letters
- Suggested Format

Video

- Watch Video

What Should I do Next?

You'll need references, too. List your references now, or return to your personal To-Do list?

My Personal To-Do List

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Manage My Documents and Images

From this page you can move documents from the hard drive of the computer you're using, a disc, or a portable storage device into your portfolio. These would be things such as résumés, certificates or licenses you've scanned, reference letters, work samples, or digital images. Once these items are placed in your portfolio, you can send them to employers, school admission offices, or others you choose. You can enter them one at a time below.

Upload a new item by choosing the file you wish to upload. Then click on **Upload**.

* Indicates a required field

Select File:

Select | Clear

Maximum File Size:
5MB with a limit of 10 files

Desired Image Parameters:
Pixels per inch/dots per inch: 72 pixels
File Size: 15KB or less
Width: 200px
Height: 100px

Document Category
Other

Document Type
Word Document

Document Name *

Document Description

Privacy Settings
(•) Public ( ) Private

Upload | Cancel

What Should I do Next?

Résumés should be accompanied by a cover letter. Are you ready to write or edit a cover letter now, or return to your personal To-Do list?

My Personal To-Do List

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Collect References

Enter the names, addresses, phone numbers, and e-mail addresses of five people who could be effective references for you as you seek a job. References should be people who know you well and can speak enthusiastically about your ability to do what a job requires and about your general work habits, such as good attendance, being on time, and being a self-starter. They should not be friends or relatives. Be sure to ask them if they'll serve as a reference before releasing their names. You may ask them now, if you wish, by clicking on their e-mail addresses.

NAME	STREET ADDRESS	CITY	STATE	PHONE	E-MAIL
Lance	123 A Ave	Lincoln	NE	222.333.4444	
Vicki	456 B Ave	Lincoln	NE	333.444.5555	
Kathy	789 C Ave	Des Moines	IA	444.555.6666	

Save

What Should I do Next?

Networking is the single best way to find a job. Want to set up your job network now, or return to your personal To-Do list?

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My e-Portfolio

From this screen you will be able to develop or edit an e-Portfolio that you can post on the Web for viewing by employers or others to whom you give your unique web address. Just follow these easy steps.

Develop or Edit Your e-Portfolio

Click on the +/- sign to show/hide the options that you have under each category below.

STEP 1 - Create Your Personal Home Page — Public / Private

There are typically four items on the home page of an e-Portfolio. Choose the items that you want to enter or edit.

Banner Message	Write a message that says something about you that will catch an employer's attention.
Intro Paragraph	Create a brief paragraph in which you provide an introduction to your e-Portfolio.
Your Photo	Upload a photo of yourself that looks professional.
Contact Information	By making your personal information public, it will appear in your e-Portfolio and can be viewed by anyone to whom you have released your personal web address. If you do not wish to publish personal information listed below, set it as private.

Your address: Public / Private

Your e-mail: Public / Private

Your phone number: Public / Private

What Should I do Next?

You've finished the tasks we have suggested. You may explore anything in the system!

My Personal To-Do List

View the remaining items on your Personal To-Do List.

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Home
Résumé
Cover Letter

Welcome to My e-Portfolio

The information written in this area is an opportunity for you to introduce yourself to a prospective employer and brag about your qualifications. You may want to detail the skills you have:

* computer skills
* public speaking
* writing
* management

You may also want to share some of your results:

* decreased costs to company
* increased efficiency of a process
* increased productivity

Again, this is an area where you can be creative, include whatever information you feel would be valuable in marketing yourself.

" I love my job at Kuder!! "

Contact Me

Email:
beckerl@kuder.com

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Print Preview

Complete a Sample Job Application

When completing a paper job application, keep in mind these helpful tips:

- Use a pen.
- Write **very** legibly, or print.
- Be sure that all of the information you provide is accurate and truthful.
- Fill in all the information that applies to you. If an item doesn't apply, write in "Does not apply."
- Check your spelling.
- Be sure that the application looks neat.

The application form for each employer is slightly different, but the information asked for is quite common. Below is a sample job application. Fill in the following blanks. After you complete the form, you may save it to your portfolio and/or print it.

Name and Address

Name (last, first, middle): Becker, Lori, A	Social Security Number: XXX - XX - XXXX
Address (street, city, state, zip): 302 Visions Parkway	
Home phone: 515.229.7113	Work phone: 877.999.6227
E-mail: beckerl@kuder.com	May we contact you at work? ☐ yes ☐ no
Position(s) for which you're applying :	

Work Experience

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Interview Objectives

A job interview gives you and your interviewer a chance to see how well you may fit into the company and job for which you are interested. Use the tabs on the right to view more information about the interview process.

Employee Objectives

- To learn more about the company, the job, benefits, and opportunities for growth.
- To determine if you'd fit into the work setting.
- To convince the employer that you have the skills needed for the job.

Employer Objectives

- To tell you about the company, job, benefits, and a chance for growth.
- To determine whether you'd fit in with the employees, managers, and culture.
- To determine whether you have the skills, motivation, and experience to perform well in the job.

Objectives
Preparation
Common Questions
Questions to Avoid
What to Wear
Stages
Follow Up

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Learn How to Use Social Networking

Here are some suggestions about how to use social networking to your advantage when you are looking for a job.

Suggestion 1: Build a professional profile on LinkedIn

LinkedIn is a social networking site with millions of users. It is designed to assist professional people to communicate with each other for the purpose of finding a job. It has these characteristics:

- Has members from a million companies, including all Fortune 500 companies representing 170 different industries.
- Requires that those who become members be introduced by another member.
- Allows the building and display of a very professional profile.
- Members can write endorsements of other members which can be seen by potential employers.
- An advanced search feature allows a member to identify members who work for a specific company.

View a sample profile you can place on LinkedIn and create an account there to post your own profile.

Suggestion 2: Be very careful about what you post on your personal site

A personal social networking site, such as Facebook or Twitter, can work for you or against you in the job search. An increasing number of employers are searching for such accounts before granting a job interview. Dependent upon what they find there, they may choose to interview you or not interview you. Your account can work against you if you do the following:

- Post images or videos that show use of alcohol or drugs, nudity, or other behaviors that would not recommend you as an employee.
- Have posted messages on your wall that use profanity, have sexual overtones, or in any other way discredit you or those who are your friends.

Your account can work for you if you use it wisely to try to find job openings through these activities:

- Posting messages such as "Do you know of any companies in DesMoines that hire graphic

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Develop a Job Network

The single most effective way to find job openings is to create a network. A network is a group of people and agencies that can provide support to you as you seek a job. Let's create that network now.

People

List five people (neighbors, friends, relatives, acquaintances) that you can talk to about the kind of job you're looking for. Ask each of them if they know of any possible job openings or of other people who may be able to help you.

NAME	STREET ADDRESS	CITY	STATE	PHONE	E-MAIL	

Save

Agencies/Organizations/Web sites

NAME	URL

Save

What Should I do Next?

You are almost ready for job interviews -- but you'd better brush up on your interviewing skills. If not, return to your personal To-Do list.

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Find Professional Associations

Links to help you find appropriate professional associations.

- http://www.bls.gov/...
- http://www.asaecenter.org/...

Try a keyword query.

- http://www.google.com

Resource for defining an occupation.

- http://www.onetcodeconnector.org

Yahoo has a directory of professional organizations.

- http://dir.yahoo.com/...

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Learn How to Find Job Openings
Search Favorite Jobs
Search National Jobs
Research Employers
Attend a Job Fair

Jobs

After all of that preparation, it's now time to find the job you want. In this section, you will learn how to find job openings and will be able to search for them on the Internet.

My Personal To-Do List

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Search Favorite Jobs

Search for your favorite careers on web sites.

Search National Jobs

Search for jobs across the nation.

Job Search Tips

Research Employers

Learn how to research companies online and through direct communication.

Attend a Job Fair

Find a job fair in your area and review some tips that could make it a successful one.

Learn How to Find Job Openings

Explore the variety of ways in which you can find job openings and begin to apply.

Other Job Search Engines

These search engines are commonly used, trusted resources to help you find a job. Search for positions that are open in your community.

CareerBuilder

Start your job search at CareerBuilder, and access hundreds of thousands of jobs today.

Other Online Resources

Find a Nearby Career Center

Use your state job-listing web site to search for jobs and send your résumés to employers.

Connect with DANTES!

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- https://pinterest.com/DoDDANTES/
- http://www.facebook.com/DANTES.DoD
- DANTES PULSE: http://doddantespulse.blogspot.com /
- http://www.dantes.doded.mil/DANTES_Homepage.html
- http://www.youtube.com/channel/UCAD8yGhGBeDAtIPMW7Eu-sA
- https://plus.google.com/u/0/101391337185565693041#101391337185565693041/posts

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